

Includes: 2<sup>nd</sup> quarter program progress reporting for Community Action Agency/L.E.A.P

**Current**

**Hired:** Employment Counselor/Youth: start date 4/6/22

**Vacancies:**

\*Program Coordinator/Emergency Services

\*Community Care Coordinator (position based on grant which ends 9/30/22).

\*Handyman: to perform tasks for Clean & Tunes contract (*cleaning primary heating equipment (chimney cleaning, minor repairs, installation of carbon monoxide detectors or programmable thermostats)* and LiHeap Air Conditioner program: *Measuring, purchase, delivery and installation of room-sized air conditioners (A/C).*

**Upcoming:**

--ACROS (Annual Compliance Review of Organizational Standards): 9 categories and 50 standards. We were told we met all standards. Awaiting the written findings.

--Approval of Amended CARES grant by DOS

L.E.A.P. Career Center participating in:

--Women in Trades Expo: March 30. WSWHE BOCES Conference Center, Wilton 5pm-6:30pm

--Community Resource Fair—Yacht Basin, Ft Edward May 27 from 2pm-6pm; L.E.A.P.

--Planning for SYEP program (summer youth employment program)

-- Sent out informational letters to 49 Washington County Businesses regarding our Career Center

-- Sent out letter requesting donations for the community garden to 38 local businesses

**Stats:**

**Employment & Training Program**

**YOUTH**

**GED: 5**

**Working: 5 (in-school) and 1 (out-of-school)**

SYEP (Summer Youth Employment Program)

**ADULT**

**Adult/ Dislocated Worker Numbers**

13	Total Adults served
5	Total Dislocated Workers served
13	Individual services
6	Basic Services
2	# of applicants requesting WIOA Adult/ DLW funds this month

2 # of training applicants approved  
3 # in application process- needing information or completed forms  
0 # denied- reason:  
24 # of on-going (training not completed)  
1 # completed training  
0 # quit training  
1 # received certifications this month  
64 # of Potential Exiter letters sent out this month re: reemployment services

**CDL Certifications:** 2 adults were CDL-B certified and 1 adult CDL-A certified.

**SI/SSD:** 2-referrals, 1-approval, 16 denials being appealed.

**Workshops:** 51 attendees for Job Application; 67 attendees for Goal Setting

**Metrix:** new accounts this month. *Metrix learning is eLearning training for WIOA customers (unemployed, under-employed & dislocated worker) that require new skills, enhanced skills and certification training programs to prepare them for new employment opportunities*

### Fee-for-Service Programs

**Clean & Tune program:** 0 -this month; 6 total (*Clean & Tune assists Home Energy Assistance Program (HEAP) eligible homeowners with the cost of cleaning primary heating equipment (chimney cleaning, minor repairs, installation of carbon monoxide detectors or programmable thermostats)*)

### CSBG/CARES Grants/Services

**Food Pantry:** 102-persons served; 67-adults, 26-children, 9-seniors;

44-households; 6-new households; 6-deliveries

19 households (43-individuals) @ 75%-125% poverty level; 3- households (7 indiv.) @ 126%-175% poverty level; 4-households (7 indiv. @ 176%-200% poverty level; 18-households (42 indiv.) income unknown; 3-indiv. over-income

30-households received receiving CARES products; 6-deliveries

Head Start: 0-delivery, 0-deliveries

**Market 32:** 1176 lbs. donated (171 lbs unsalvageable); and other products from Comfort Foods

**Composting:** Adirondack Worm Farm sent us a report: we composted 986.4 lbs. of food waste and biodegradables for March.

**Coat Distribution:** 0

Donations: Ben Osborn Memorial Fund-donated hygiene and laundry supplies (value \$ 26))

**Referrals to other agencies:**

**Volunteers:** 0 hrs.

**Emergency Services:**

5-applications (2-approved rent, 2-approved utility, 0-denied. 1-pending paperwork)

Gas cards: 0

**Transportation Services**

**OFA Transportation**

19-consumers

130-units of service

1902-Total miles

2-new clients

**CSBG Transportation**

6-consumers

50-units of service

615-miles

0-new clients

**Transportation Service**

25-Clients (2 new)

23-transported

19- unduplicated-Medical transportation

4- unduplicated-Non-medical transportation

**Volunteer driver: 26 hrs.**

**CSBG PPR (Program Progress Report 2<sup>nd</sup> quarter (Jan 1, 2022-March 31, 2022))**

Categories:

**Agency Capacity**-numbers are on target (staff training, certification, and volunteerism)

**Food Security Program**- food donations from markets on target, food pantry usage high (378 this quarter, 383 last quarter); community garden planning next month (garden to open in June). Postings for applicants, letters to businesses for donations, cleaning and preparing 12 plots)

**Emergency Assistance:** numbers were lower than projected due to other programs being utilized (ERAP, ESG, child tax credits, increased SNAP); winter coat distribution/need lower than last year; Clean & Tunes (furnace cleaning was on target). Our handyman position is currently vacant. We are advertising since this person will also do the cooling program (air conditioning installation through our LiHeap contract).

**Transportation:** Numbers are on target for transportation services to seniors, CSBG eligible and OFA (office for the Aging) individuals.

**Employment:** Businesses were not contacting us as projected, so we began outreach to 49 businesses to inform them/remind them of our Career Center and services. Our numbers are higher than projected for assisting adult and dislocated workers with job search, workshops, training, education and certifications. We currently have 6 students working; SYEP (summer youth employment program is being planned currently).

**Head Start:** goals to form additional community partnerships, sponsorships, donations and annual giving lower than projected. This next quarter plans are to hire an Outreach and Fund Development Coordinator to assist with these goals. Head Start/EHS children are scoring adequately in school readiness; parent café attendance have picked up.

#### CARES grant: 2<sup>nd</sup> quarter, second year.

Direct Assistance requires proof of income of all members in household:

**Emergency Assistance:** numbers lower than projected this quarter (due to other programs being utilized (ERAP, ESG, increased SNAP, child tax credits, eviction moratorium). Client Intake Portal on our webpage is not being utilized despite advertising it, sending out flyers, posting on social media, and providing tablets to each L.E.A.P. site for individuals to use to apply on line. Our Wifi was boosted last year at each site and continues to be an asset.

**Food Security Program:** food delivery services to those in need have been on target and necessary. Extending food pantry supplies to non-perishables (cleaning, laundry, hygiene, sanitizing supplies, paper products, toiletries, pet food, diaper/wipes, adult products) have been asked for consistently and usage is higher than projected.

**Community Care Coordinator:** this position remains vacant despite consistent advertising. It may be due to it being a temporary position that ends 9/30/22. We are however, carrying on with some of the duties of this position, i.e. surveying consumers as to their present situation, challenges, needs etc. and whether further supportive services could be useful/helpful. The Community Needs Assessment is currently in the planning stages.

**Trauma-Informed Care, Employee Retention, COVID-19 protocols:** training for staff is on target, employee retention ideas/implementation is on target (wage scale, compensation

package, signing bonus, retention bonus). Staffing shortages are still high throughout the agency. Our virtual learning/working programs/remote work toolkits continue to be utilized.

**Education:** We were able to provide 15 Washington County School District students with another year of Microsoft office 360. *(Note: we had purchased laptops and Office 360 through the Discretionary grant last year).*